

**New England Water Works Association
Board of Directors Meeting Minutes
September 15, 2013**

The New England Water Works Association Board of Directors held a meeting on September 15, 2013, at the Equinox Resort in Manchester Village, VT. President David Harris called the meeting to order at 9:08 a.m. Those present were Phil Bilodeau, Ken Booth, Michael Covellone, Red Dufresne, David Kane, Gregory Leighton, Matt Pearson, Sarah Pillsbury, David Polcari, Louis Schoolcraft, John Storer, Mark Wetzel, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA Vice Presidential candidate Craig Douglas, AWWA President-elect John Donahue, AWWA Section Services Representative Gary Sullivan, NEWWA Director of Communications Kirsten King, and Deputy Executive Director Ted Kenney were also in attendance.

Item #1 – Consent Agenda & Minutes of July 31, 2013.

David Harris welcomed AWWA incoming president John Donahue and Gary Sullivan, AWWA Section Services Representative for Region I.

David Polcari motioned to accept the consent agenda including the NEWWA Board minutes of July 31, 2012 . Matt Pearson seconded. The motion was passed unanimously.

Item #2 – Old Business.

Item #2a – Ad-Hoc Stormwater Collaborative Committee Appointments.

David reported that we are working with NEWEA and NEAPWA to try to find ways to do more collaboration. They are now working on a New England Stormwater Collaborative that would include three people from each association on the Steering Committee. There is a draft MOU that is currently out for comment. The purpose is to outline what the collaborative is going to do and how it is going to work.

John Storer made a motion to approve the concept of the Stormwater Collaborative and to grant Ray the authorization to sign the final MOU once it is complete. Greg Leighton seconded the motion. The motion passed unanimously.

Item #2b – (tabled) Water Foundation Exploration Steering Committee Formation – David Paris.
No action.

Item #2c – Other by Members.
None.

Item #3 – New Business.

Item #3a - NEWWA Strategic Plan 2014 – 2019 – Carol Harris.

David Polcari reported for Carol. The 2013 Planning Session took place in Salem, MA, in July and was very successful. Carol assembled a report that was distributed to the board. Outreach, PR, and networking were the three main themes discussed. Full details can be found in the report.

Mike Covellone made a motion to accept the Planning Committee report. Louis Schoolcraft seconded. The motion was passed unanimously.

Item #3b – Concerns over WIFIA – Sarah Pillsbury.

Sarah reported that the national State Drinking Water Administrators (ASDWA) have expressed concern over AWWA's WIFIA initiative. She explained the background of WIFIA and how it is helpful for large projects.

The views expressed by Sarah are the consensus of ASDWA. There is concern that the SRF program for the smaller and rural programs may be eliminated, with WIFIA left as the only funding source. For example, if SRF funding is taken away, in some states it could affect training programs, staffing, etc.

ASDWA believes that WIFIA may pose a risk to New England states and our water systems if the SRF funds from D.C. are taken away and WIFIA established in its place.

Discussion. NEWWA has already submitted a letter of support for WIFIA (in 2012).

Sarah distributed the ASDWA draft: "State Questions/Concerns about Water Infrastructure Financing Innovations Authority (WIFIA)."

ASDWA's main concern is that if NEWWA is seen as a big supporter of WIFIA and then the initiative has a negative effect on the SRF funds, it could then have a negative effect on the association.

The ultimate goal is to ensure the SRF program does not get eliminated if WIFIA is passed.

John Donahue explained that the purpose of WIFIA is to supplement the SRF program, not replace it. He also noted that the program has been pitched to congress this way. WIFIA will help larger utilities prevent having to split large projects into smaller ones in order to access SRF monies. Another end goal may be to group smaller projects together in order to access WIFIA funds, allowing more projects to be completed.

The key is to ensure that a clear distinction between the SRF and WIFIA is made, and that one is not to replace the other.

Phil Bilodeau made a motion that the NEWWA Legislative and Regulatory Affairs Committee draft a letter about the importance of the SRF program (complete with state-specific examples of success stories, and details on how eliminating the SRF program would negatively affect a large numbers of utilities) to be sent to state reps and congress. The letter's overall goal will be to reiterate how both the SRF and WIFIA are necessary as individual programs and that one should not replace the other. Red Dufresne seconded the motion. The motion was passed unanimously.

It was suggested that Steve Estes-Smargiassi of the MWRA and Legislative and Regulatory Affairs Committee draft the letter, with comments gathered from others.

Item #3c – Other by Members.

None.

Item #4 – AWWA Director's Report/AWWA Update – Adam Yanulis.

Item #4a – Upcoming AWWA RMSO - Mystic, CT – October 18-19.

Adam encouraged board members to attend the RMSO and reiterated that it is a positive experience and a great way to get to know others from across the region.

We also plan to encourage people from around the region to participate in ACE14 in Boston next June.

Item #4b – Update – John Donahue, AWWA President-Elect.

John reported that AWWA finished its strategic plan and that it has some shifts in philosophy that will be addressed in his opening session speech.

AWWA is also having a council summit for first time to align AWWA's councils with the strategic plan. This will help councils formulate their strategy with the overall plan. The hope is that this initiative will eventually trickle down to the section level.

The overall goal is to remove the "section" and "association" labels and just use the "association" term to bring us all together.

Item #4c – AWWA Award Nominations Due October 1.

Reminder that nominations are due on October 1.

Item #4d – Other by Members.

AWWA is working with 12 other agencies on a "Value of Water" campaign and were considering working with the Ad Council. They have decided that that process is not the way to go right now and AWWA and WEF are going to meet to discuss future steps. The goal is to develop a campaign on the value of infrastructure and the value of investments.

David Polcari made a motion to accept the AWWA director's report. Mike Covellone seconded. The motion was passed unanimously.

Item #5 – Council Business – Updates

Item #5a – Council Reports by Council by Director Assignments.

Bypassed until Annual Business Meeting.

Item #6 – Treasurer's Report – Financial Update.

The full annual audit and financial statement was distributed to the board.

David Kane reported that the annual audit has been completed and the association was issued an "unqualified opinion," which is the best opinion they can render and indicates that the financial statements comply with accounting standards and are materially correct.

The net income for the year is \$225,879 with an operating income of \$59,625 and investment-related income of \$166,254. Net income is the highest since 2010. Over the past 4 years, net income is \$753,644.

The association has two major assets – cash/investments and the main office. The cash balance grew to \$2.3 million due to positive operating results and strong investment returns. Of the \$2.3 million balance, \$1.2 million is designated for specific purposes. The recently completed home office renovation will be paid from this balance.

For reserve balances, the designated and temporarily restricted balance total is \$1,205,685. Additionally, an unrestricted "rainy day" fund has a balance of \$699,973, which is 26 percent of budgeted expenses. The board's goal is 25 percent.

The building balance will be reduced to pay the recent home office renovation. Project costs are estimated to be \$340,000. The project will be paid from current year operating income with the remaining amount from the building reserve.

David also reminded the board of directors to review the IRS form 1-90 and disclose any conflicts of interests. Any questions, comments, or conflicts should be reported to Ray by September 20.

David Harris commended David Kane and Greg Leighton on their excellent work on the budget and financials over the years.

Item #6a – Annual Financial Update and Statement.

Ken Booth motioned to accept the treasurer’s and Investment Committee’s reports. Mark Wetzel seconded the motion. The motion was passed unanimously.

Item #6b - Other by Members.

Board members were asked to review the organization chart for 2013-2014.

John Storer made a motion to approve the 2013-2014 Organizational Chart. David Polcari seconded the motion with one change—that David Paris’ state be changed to NH under Regulatory and Legislative Affairs Committee. The motion was passed unanimously.

Item #7 - Executive Director and Staff Reports – August – September 1, 2013.

NEWWA staff provided verbal reports of the below.

Item #7a –Training – Ted Kenney.

Ted reported that 68 students completed the D1 and T1 summer courses. The association also had busy machine/excavation classes with more than 70 registered and 24 passing the Mass. licensing exam.

The 36-hour classes are now underway – D2-D4 are full and T2 is full. There are already 145 students registered and we have also opened a new session for T2 to compensate for overflow.

There are 8 courses scheduled with the CT Section this fall into January. NHDES has 10 courses scheduled as well as GMWEA and MWUA.

Item #7b – Communications and Grants – Kirsten.

Kirsten reported on the following:

- We have been issued \$7,000 in DEP grant monies to perform sea-level rise training and mapping for coastal Massachusetts utilities. The timeline is fall 2013/spring 2014 for the work. We are waiting for the grant extension to come through before beginning work.
- Under the EPA SDWA grant, we conducted RTCR trainings during August and September in Massachusetts, New Hampshire, Maine, and Rhode Island. This work closes out that grant.
- We are conducting a joint symposium on risk communication and climate change with NEWEA on September 25 in Marlboro, MA.

Planning will begin in September on the 2014 Only Tap Water Delivers campaign, using suggestions gathered at this year’s Planning Session.

Staff is also heavily involved in the planning for ACE14, including recruiting volunteers and publicizing the event. We are currently up to 205 volunteers.

The Fall *Source* is currently at the printer. Craig Douglas offered to write the “In the Boardroom” article for the Winter *Source*.

Item #7c – Ray’s Report Including Computer System Update and Other.

We are holding a meeting on ACE14 on October 15 in Holliston if any of the board members are interested in attending.

Adam explained that priority for the 175 free ACE registrations will be given to utility and governmental entities as well as those who may not normally be able to attend an ACE. We currently have 218 volunteers.

NEWWA's Groundwater Committee submitted an abstract for a Sunday special workshop at ACE14.

Family day at the Waterworks Museum is on September 21, 2013.

October 25 is the Council Meeting in Holliston. There will be an Executive Committee Meeting at 9a.m. We will also hold a ceremony in our garden for two more individuals who have passed and their names are being added to the memorial table.

The building project has gone very well and renovations are almost complete.

November 21 is the first Monthly Meeting. There will be a board meeting on November 20 in Holliston.

October 24 is the Water Resources Symposium.

David Polcari made a motion to accept the executive director and staff reports. Louis Schoolcraft seconded. The motion was passed unanimously.

Item #8 – Reminder of This Year's Major Goals - (From President's Plan).

- A) Let's increase membership by adopting a "bring a friend or co-worker to meetings and conferences" and find more ways of giving more value to being a member. Encourage managers to do the same for young professionals at all levels and get them into the Mentor/Mentee Program.
- B) Continue to expand on the "Tap Water Delivers" Campaign to promote public awareness of the drinking water profession. Encourage more "self-promotion" of the real cost of clean water.
- C) Continue investigating and promoting the concept of a New England Water Foundation to see if there is support for such an endeavor.
- D) Work more closely and in conjunction with NEWEA and the Regional State Associations; see if we can work together on professional development programs etc.

Item #10 – Committee Reports.

Item #10a – Executive Committee Update – David Polcari.

The minutes were available for the board's information.

Item #10b – AWWA ACE14 Host Committee Update.

Item #10c – Garofano Remembrance Dedication – October 25 at 10:00a.m., Followed by Council Meeting – David Polcari.

Item #10d – Other by Member.

Dave Harris thanked Mike Covellone and Ken Booth for their years of service on the board.

Mike Covellone stated that it has been a privilege to sit on the board during his 40 years in the water works business. He thanked the board and staff for their assistance.

Item #11 – Announcements and Meetings.

**Committee Meeting Schedule - Annual Conference
The Equinox Resort, Manchester Village, Vermont**

Sunday, September 15, 2013

**NEWWA Board of Directors Meeting
9:00 – 11:00 AM, Rockwell A Room**

**NEWWA Annual Business Meeting
11:00 AM – 12:00 PM, Rockwell A Room**

**Board Spouse Reception
4:00 – 5:00 PM, Rockwell Patio**

Monday, September 16, 2013

**Regional Water Works Association Officers (by invitation, including all officers and state directors)
12:00 – 2:00 PM, Bennington Room**

**Membership Committee Meeting
12:00 – 1:00 PM, Dorset Room**

Tuesday, September 25, 2013

**Program Committee Meeting
7:15 – 9:00 AM, Dorset Room**

**Past Officer Breakfast (By Invitation)
7:30 – 9:30 AM, Battenkill Room**

**Disinfection Committee
12:00 – 1:00 PM, Dorset Room**

**5:15 PM Board Photographs meet Hotel Lobby
5:40 PM Award winner Photographs meet in Colonnade Room**

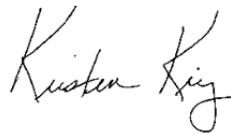
Item #12 – Adjourn.

Louis Schoolcraft motioned to adjourn and Sarah Pillsbury seconded at 10:56 a.m. The motion was passed unanimously.

Respectfully submitted,



Raymond J. Raposa
New England Water Works Association
Executive Director and Corporate Clerk



Kirsten King
New England Water Works Association
Director of Communications